



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

NJDOT Bureau of Research
QUARTERLY PROGRESS REPORT

Project Title:	New Jersey State LTAP Technology Transfer Center		
RFP NUMBER: 2004-	NJDOT RESEARCH PROJECT MANAGER: W. Lad Szalaj		
TASK ORDER NUMBER: 149	PRINCIPAL INVESTIGATOR: Dr. Ali Maher		
Project Starting Date: 01/01/2004 Original Project Ending Date: 12/31/2004 Modified Completion Date:	Period Covered: 1st Quarter 2004		

Task	% of Total	% of Task this quarter	% of Task to date	% of Total Complete
Activity				
1. Compile and Maintain Mail List	1.88	65	65	1.17
2. Publish Monthly Newsletter	10.30	25	25	2.6
3. Distribute Technology Transfer Materials	15.45	20	20	3
4. Provide Technical Assistance	34.25	20	20	6.9
5. Provide Training	33.31	25	25	8.3
6. Evaluate Effectiveness of Program	4.81	12	12	.58
Final Report				
TOTAL	100			23.27

Project Objectives:

The Local Technical Assistance Program (LTAP) seeks to conduct several tasks that will promote best practices and implement state-of-the-art technologies to county and municipal transportation agencies. These activities include training, materials distribution, newsletter publication, technical assistance, and program evaluation. The objectives of this project are to continue to diversify and expand the customer base, deliver quality customer service, communicate the program values to partners and clients, and enhance the technology transfer network, through the activities of the Local Technical Assistance Program (LTAP).

Project Abstract:

The Local Technical Assistance Program (LTAP) will maintain mailing lists, publish a monthly newsletter, provide technical assistance, provide training, and evaluate the effectiveness of the program on an ongoing basis throughout the project.

The anticipated results are the creation of a library special collection made available on the LTAP website, monthly newsletter publication, an updated fax/e-mail directory for the transportation field, expanded training programs and additional conferences, and increased involvement with pertinent professional organizations.



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

1. Progress this quarter by task:

A. Compile and Maintain Mail List

The mail list database software was changed during this quarter from Winfax to FAXmaker. This change was made so that database use would be more reliable for tracking incoming and outgoing faxing for brochures. The new software, FAXmaker, also enables a more user-friendly capability for converting the database into traditional mailing labels.

The mail list was updated to include the 2003-2004 National Association of County Engineers (NACE) Membership Directory. This directory is comprised of 1,813 individual entries.

B. Publish Monthly Newsletter

Approximately 3,600 individuals received each issue of the newsletter. Three issues of the newsletter were produced during this quarter. Electronic distribution of the newsletter occurred via e-mail. The newsletter is also available on the LTAP webpage: www.ltap.rutgers.edu and previous issues are archived in the "newsletter" section of the webpage: <http://www.ltap.rutgers.edu/newsletter/>.

Volume 6, Number 1 was published in January 2004. The first edition of the year featured articles on Engineers Week for 2004, New Jersey Governor James McGreevey's 2nd Transportation Conference, a research project spotlight on the replacement of rolling straightedge devices for grounds maintenance, changes in traffic control devices to aide older drivers; an updated events calendar, and several training announcements. The month's *Free for the Asking* offering was *Speed Management Resources*, published by the Federal Highway Administration.

Volume 6, Number 2 was published in February 2004. This issue featured articles on 2005 federal funding for public works programs, the groundbreaking for the Center for Advanced Infrastructure and Transportation (CAIT), a research project spotlight on *Rut Testing of Hot Mix Asphalt*, an events calendar, training announcements and an introduction to the Federal Highway Administration's Research and Technology website. This month's *Free for the Asking* offering was *Traffic Control Handbook for Mobile Operations at Night*, published by the Federal Highway Administration Office of Safety.

Volume 6, Number 3 was published in March 2004. The third issue of the quarter contained several conference announcements, updated training calendars, upcoming events, and articles on the United States Senate debate over SAFETEA and GIS in transportation. The *Free for the Asking* offering was *Geographic Information Systems: a Tool for Improving Community Livability*, published by the Federal Highway Administration.

C. Distribute Technology Transfer Materials

554 technical publications were distributed during this quarter. Technology transfer materials were distributed during training seminars, workshops, and *Free for the Asking* requests via the newsletter. In addition, specific requests made by customers included training videos and technical publications, which were duplicated and distributed.

D. Provide Technical Assistance

There were 310 instances of technical assistance provided by the LTAP staff. Requests were received via telephone, e-mail, mail, and fax.



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

E. Provide Training

Training has occurred this quarter in the following program areas: Municipal Engineering Construction Inspection Part One, Municipal Engineering Construction Inspection Part Two, Road Scholar One, Crew Supervisors Academy and one traffic engineering seminar. During this quarter, 295 individuals were trained via 13 programs.

F. Evaluate Effectiveness of Program

Program effectiveness was measured by use of course evaluations completed by participants at the end of each training program. Participants were asked to rate the overall quality of the course content, instructor, and presentation of the materials. Participants consistently rated the programs as having met or exceeded their expectations.

2. Proposed activities for next quarter by task:

A. Compile and Maintain Mail List

The mail list will be updated on an as needed basis.

B. Publish Monthly Newsletter

The newsletter will remain on a monthly publishing schedule.

C. Distribute Technology Transfer Materials

Technology transfer materials will be distributed during training programs, at the Annual Asphalt Paving Conference and the Annual New Jersey Public Works Trade Show (April 2004), and by request.

The lending library is always available.

D. Provide Technical Assistance

Technical assistance will be provided in response to any inquiries made via telephone, fax, or e-mail.

E. Provide Training

Training programs are scheduled for the next quarter as follows:

Road Scholar One Program

- Personal Injury Prevention Techniques
- Worker and Equipment Safety
- Confined Space and Excavation Rescue
- Excavation and Trenching Safety
- Effective Incident Documentation
- Hazard Communications and Awareness
- Winter Maintenance
- Preventive Maintenance

Department of Civil and Environmental Engineering
623 Bowser Rd. Piscataway NJ 08854-8014
Tel : 732-445-0579 Fax: 732-445-0577



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

Hot Mix Asphalt Resurfacing
Low Cost Surface Rehabilitation

Road Scholar Two Program
Grant Writing
Shared Services and Privatization
Managing Public Equipment
Successful Budgeting for Municipal Governments
Superpave
Crack Seal Repair

Conferences and Seminars
Preparing for and Responding to Terrorism and Weapons of Mass Destruction
Asset Management for Public Works Departments
National Moveable Bridge Seminar
Incident Command System for Public Works

Public Works Academy
Burlington County
Monmouth County

F. Evaluate Effectiveness of Program

Evaluations will continue to be distributed at each program. An Advisory Committee meeting will be held to review the project activities and progress.

3. List of deliverables provided in this quarter by task (product date):

A. Compile and Maintain Mail List

Software change	February 2004
NACE Database	February 2004

B. Publish Monthly Newsletter

Volume 6, Number 1	January 2004
Volume 6, Number 2	February 2004
Volume 6, Number 3	March 2004

C. Distribute Technology Transfer Materials

Ongoing

D. Provide Technical Assistance

Ongoing

E. Provide Training

Asphalt Plant Technician Level I Training	January 8,9,15,16,22, & 23, 2004
Municipal Engineering Construction Inspection Part One	January 14, 21, & 28, 2004
Municipal Engineering Construction Inspection Part Two	February 4, 11, & 18, 2004
Superpave Certification	February 12,13,19, & 20, 2004
Current Trends in GIS Applications for Traffic Engineers	February 19, 2004
Municipal Engineering Construction Inspection Part One	February 25, March 3, & 10, 2004
Flagging Techniques and Procedures	March 15, 2004

Department of Civil and Environmental Engineering
623 Bowser Rd. Piscataway NJ 08854-8014
Tel : 732-445-0579 Fax: 732-445-0577



CAIT

Center for Advanced Infrastructure & Transportation
Rutgers, The State University of New Jersey

Crew Supervisors Academy	March 15-19, 2004
Municipal Engineering Construction Inspection Part Two	March 17, 24, & 31, 2004
Hazards Associated with Fertilizers, Insecticides, and Herbicides	March 23, 2004
Grounds Maintenance Safety	March 23, 2004
Drainage Maintenance: The Key to Roads that Last	March 30, 2004
Asphalt Roads: Common Maintenance Problems	March 30, 2004

F. Evaluate Effectiveness of Program

Ongoing

4. Progress on Implementation and Training Activities:

All of the activities of this technology transfer project, and their implementation dates are included above.

5. Problems/Proposed Solutions:

One course (originally to be January 27-29, 2004) has been re-scheduled due to inclement weather; Incident Command System for Public Works is now scheduled for April 6-8, 2004.

An error within NJDOT accounting has delayed the process of issuing the Task Order for this project. Rutgers University is awaiting the initial contract for signature.

Total Project Budget	415,000
Modified Contract Amount:	
Total Project Expenditure to date	\$29,612
% of Total Project Budget Expended	7.2%

* These are approximate expended amounts for the project; these estimates are for reference only and should not be used for official accounting purposes. For a more accurate project accounting please review the quarterly invoice for this project.